



ISLAND COUNTY PLANNING & COMMUNITY DEVELOPMENT

PHONE: (360) 679-7339 ■ from Camano (360) 629-4522 ■ from S. Whidbey (360) 321-5111 ■
FAX: (360) 679-7306 ■ P. O. Box 5000, Coupeville, WA 98239-5000
121 N East Camano Drive, Camano Island, WA 98282 ■ Phone (360) 387-3443
www.islandcountywa.gov/planning

Building Permit Application Instructions

Building permit application forms have been designed to capture the information required to process your permit. Your completed application will be kept on file as a record of what we have permitted so it is important to be as clear and accurate as possible.

All permit applications will require a **Master Building Application and a Universal Plot Plan**. The Master Building Application collects all the state required permit information, information about the project property and general project information. Each item in the project information section has a form which collects information for that part of your project. One Master Building Application and one Universal Plot Plan may be used to apply for multiple permits that your project may require such as a single family home, plumbing and mechanical, and flood development. **All applications must be completed and signed in ink.**

****New**** Permits for undeveloped lots or exterior of existing buildings must provide a completed **Field Indicators Worksheet**, a **Land Use Intensity Worksheet** (If applicable) and a **Wetland Buffer Worksheet** (If applicable).

Two complete sets of building plans and engineering are required. After plan review one set will be returned to you to be used for construction and inspections. One set of approved plans will be retained in the building department office. Please submit three sets of fire protection system plans so that a set may be forwarded to the local fire protection district.

APPLICATIONS MUST BE SUBMITTED IN PERSON AT THE LOCATIONS AND TIMES SPECIFIED BELOW.

IF SUBMITTING FOR A COMMERCIAL PERMIT, CALL (360)678-7820 TO SCHEDULE AN APPOINTMENT

Coupeville	Monday – Friday: 8:00 a.m. to 2:00 p.m.
Camano	Monday – Friday: 8:00 a.m. to 11:00 a.m. 1:00 p.m. to 2:00 p.m.

All applications and supporting documents will be reviewed for completeness prior to acceptance. **Allow for at least 60 minutes in the office when turning in an application.**

Check lists are available that will guide you through the permit application process to insure that all required information has been submitted.

MASTER BUILDING APPLICATION

Owner/Applicant _____

Phone _____

ADDRESS _____

Email _____

City, State, Zip _____

CONTACT/AGENT _____

Phone _____

Address _____

Email _____

City, State, Zip _____

CONTRACTOR _____

License # _____

Expiration _____

Address _____

Phone _____

City, State, Zip _____

Email _____

NAME OF CONSTRUCTION LENDER OR BOND _____

Phone _____

Email _____

Address _____

City, State, Zip _____

PROPERTY INFORMATION

PROJECT ADDRESS _____

City _____

Lot Size _____

Subdivision/Mobile Home Park _____

Space # _____

Zone _____

Parcel # _____

Key # _____

Division _____ Block _____ Lot _____ Section _____ Township _____ Range _____

Has work started? _____

Was this ever an Owner Builder Building? _____

Adjoining Parcels you own _____

Is the property in a special tax program? _____

Is this property subject to a Moratorium? _____ Yes _____ No Type _____

PROJECT INFORMATION

RESIDENTIAL

☐ One and Two Family dwelling & attached accessory structures

☐ Manufactured Home

☐ Detached Accessory structure <3000 sq ft

OTHER

☐ Plumbing/Mechanical

☐ Flood Development

☐ Ebey's Landing Historical Reserve

☐ Shoreline, bulkhead & docks

☐ Demolition

BUILDING CODE

☐ Non-Residential & Multi-Family Residential

☐ Tenant Improvement or Change of use

☐ Sign

☐ Sprinkler or Fire Alarm

FIRE CODE

☐ Temporary Operational Permit *

☐ Temporary Tents & canopies*

☐ Motor Vehicle fuel dispensing system

*Temporary is 180 days or less.

The applicant warrants that all information in this application is truthful and complete. Permits may be suspended or revoked whenever the permit is issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation or any provision of the code. **I have read and understand cover sheet instructions.**

Applicant signature _____

Date _____

As you complete your construction plans, please use the following checklist to ensure all required information is provided.

ALL ENGINEERING MUST BE PLACED ON DRAWINGS

Foundation Plan		
	Footings, piers, walls (including interior footings).	
	Foundation, vents, posts and beams (sizes and spans), anchor bolt spacing.	
	Floor joists (sizing and directions).	
	Type and location of vapor barriers.	
	Location and size of underfloor access.	
	Location and size of all hold downs.	
Floor Plan(s)		
Show and label all levels, both existing and proposed, e.g. basement, main floor, second floor. This includes additions and remodels		
	Room uses and sizes.	
	Window, skylight, and door locations (sizes and types).	
	Plumbing fixtures, smoke detectors, exhaust fans, and water heater locations.	
	Stairway: rise, run, handrails, guardrails, height and baluster spacing.	
	Provide floor plan sketch showing windows and doors with additions and remodels.	
	Show all braced wall lines (BWL), braced wall panels (BWP), and alternate braced wall panels (Alt.BWP)	
Framing Sections		
Cross section through entire building		
	Footing size and depth below finish grade.	
	Foundation wall, height, width, reinforcement bars and anchor bolts.	
	Thickness of concrete slab, floor joists, trusses, seismic anchors.	
	Base Flood Elevations in flood zones.	
	Vapor barriers (type and location).	
	Framing to be used (Specify grade of lumber):	
	Standard	Intermediate Advanced
	Header dimensions, insulation, anchor bolts, and pressure treated plates.	
	Form of lateral bracing compliance.	
	Insulation material and R. – value in walls, floor, ceiling and slab.	
	Sheet rock thickness (type and location).	
	Roof sheathing, roofing material, roof pitch.	
Exterior Elevations		
Exterior views on all sides		
	Windows, decks, steps, handrails, guardrails, chimneys, (with required heights).	
	Finish grade, height of building.	
	Exterior Lighting	
Energy/Ventilation		
For processing of applications under the State Energy and VIAQ Codes, it is important that submittals include:		
	Completed energy calculations or system analysis.	
	Location of whole house fan and controls.	
	Location and size of all exhaust fans.	
	Type of heat source and back-up.	
	Windows: brand names, class, type and “U” value.	
	All insulation R-Values in walls, floors, ceiling and slab.	